SECTOR Project Team Meeting
Minutes
January 13, 2006
1:00PM – 3:30PM

Attendance List:

Dan Belles, WSP
Randy McKown, AOC
Dan Tornamen, WSP
Paul Sullivan, WSDOT
Chris Madill, WTSC
Kendra Hensley, DOL
Brian Limotti, WSDOT
Warren Stanley, WSDOT
John Huntington, WSP
Paul Counts, Thurston Co. Sheriff's Office

Absent: David Kaelin (IDMS) was unavailable due to family business in Kentucky.

AGENCY AND PROJECT UPDATES:

AOC – Online Business Systems has deployed the application that will be used by the judges called Judicial Access Browser System (JABS). Randy has scheduled a meeting in March to meet with the Thurston Co. judges to show them JABS. Another meeting in March with the District and Municipal Courts Administrators will demonstrate the SECTOR application. This will be important to help the Court Administrators become comfortable with the application and the data it provides for tickets. Randy has sent a letter to the Judges Association to recruit 5 to 6 judges to test and use the JABS application.

DOL – The contractor to build the Citation Web Services is on board and WSDOT and the contractor has agreed to security requirements for message encryption. The Interagency Agreement from DOL to WTSC for the Citation Web Services has not yet been received.

WSDOT – There is one field missing in the schema and some data is missing when the schema is rendered into a report. This will need to be addressed by IDMS. The SECTOR team will keep a running list of issues that need to be addressed by IDMS. This running list will be reviewed each week to see what has been resolved and what other issues have arisen. WSDOT will look to the RFP process for the collision diagramming tool. This will allow the greatest flexibility in determining which vendor to select. The tentative schedule is to have the vendor selected by the middle of April. This should work fine with the current SECTOR timeline. John Huntington will take part as an evaluator for the RFP.

Brian Limotti reports that the current list of acceptable attachments that will be allowed through SECTOR should meet the business requirements. Additional kinds of attachments will need to be blocked from transmission.

Signature Legislation – The citation signature legislation has not been dropped. Randy and Dan will check with the WASPC legislative liaison to ensure that everything is still on schedule.

SECTOR Administrator position – The CQ has been developed and the WSP and WTSC will put together an interagency agreement to allow traffic records funds to pay for the position until June 30, 2007. The position is an ITS 4. Specific salary will be determined during the hiring process.

3-Flags Conference in Wenatchee – Dan Belles, Warren Stanley, Mike Alberts, Chris Madill, Randy McKown will attend for the presentation. WTSC will cover hotel and food. Agencies will be responsible for the travel.

SECTOR Implementation:

Various law enforcement officers on the team are both testing the SECTOR application and various hardware/mounting configurations. This testing will continue to help WSP make a decision about what hardware configuration will best suit officers once it goes into production.

David Kaelin from IDMS was here earlier this week and he got a lot of work done. There are still some technical glitches to be dealt with. The Registry Keys are closed down, so scanner needs to access those keys and work through the server so the system can be adjusted. The fix will have to go to all new computers. Jerri McCoy is making changes to profile and should be good to go with Images. Nick Casto is testing and he is working with Fleet to get his vehicle set up. The Vehicle Committee at WSP decides what equipment actually goes into the vehicles. The Back Office is going well and one can see reports that are there. Crystal Reports is now working and are on the way to testing in Alpha Phase. Regarding the Back Office Application, Dan Tormanen said it is better if it were more automated because they have to do so many edits. Dan Belles asked Dan Tormanen to send this concern to him by e-mail.

SECTOR Governance

Discussion on Creating a permanent SECTOR Governance Team:

Positions:
WSP – ITD
WSP – Training
WSP – Trooper
WSDOT (TDO) – Collision Analysis Branch
DOL

AOC
Local Law Enforcement Representative
WASPC representative

Chris Madill will assist Dan Belles in putting this governance committee together. We need a permanent structure for the MOU that defines the oversight duties that need to be done and for an escalation process to be put in place. We will have to have a knowledgeable team to handle future application requests. The question was asked if the SECTOR Project Charter needs to be revised to accompany governance. Chris Madill will look at the charter and will put together a couple of pages for signature to create a permanent change. He will bring to the next meeting. Local law enforcement participation, WASPC, as well as Records and Records Management should be involved.

SECTOR Master Fix List - IDMS

The Project Team discussed the following items on David Kaelin's master fix list:

1. Printing Margins – Every printer has different margins. Dave will install feature change document to Adobe PDF so no matter what printer is used, the margins will be ok. It will take code writing to accomplish this.
2. Missing Address for Courts – Kitsap County and two other locations do not want their Court addresses appearing on tickets. There are no consistent controls of Court locations. Right now, they can only use one address. There is a courts meeting scheduled for January 27, 2006 to discuss this further. Randy McKown will follow up on obtaining the correct addresses for the four that are missing.
3. Automated population of speeding violations for 5 mph and under – Randy stated that it is correct. Dan stated he will have to look at the table and clarify with David.
4. Complete Agency ORI List – Dan working on getting list to David. The Courts and DOT do not use ORI's.
5. Usability of the Quick Capture – Can't get the quick capture to work. Need to agree that this is still an issue. Dave is waiting approval of this list and then he can address these issues.
6. Vehicle Registration state not setting when registration barcode scanned – It is not in the barcode, so it should default to State of Washington. They were supposed to hardwire the state into vehicle barcodes. Kendra will be checking on this issue.
7. Restrictions/Endorsements from the drivers license barcode not setting – There are no endorsements being captured. Dave will make a table addressing the endorsements.
8. Include the Handheld Products COM/Serial port emulation drivers on the SECTOR Install CD - This is used when moving scanners from vehicle to vehicle. Customer Service will be able to do this task remotely. Rules mandate that each officer keeps his unit unless it breaks down.

9. Include the Windows Installer 3.0 and the Windows Installer 3.1 setup files on the SECTOR Install CD. This is useful when the necessary Windows Installer version is not loaded on the client machine.

10. Minimize and then Maximize the SECTOR Client - Identify and correct the problem where the SECTOR client maximizes to the top right of the desktop after it has been selected from the system tray.

11. Clean Ticket Inventory – This is primarily in the back office.

12. Clean out the user table on the client and server database – We don't want to lose ID information and we want the ability to run test on production on one machine.

13. Completed review of the 0, 1, 2 use for YES/NO fields – This is good to go. It others are found, they will let us know.

14. Add the XML export back to the right click menu options – Yes, this should be done and it should be made permanent. The problems are in the XML back office. We are taking off the SECTOR client, but not in XML data. XML will continue to need refinements as we move along.

15. License Plate Expiration not getting set when barcode scanned – Check the format of the expiration date and tag used for the expiration date. Change SECTOR client code to address format or tag issue. Has anyone tried with Military in the expiration date field? The answer was no.

16. Add to Server Install readme.txt info about setting up the following: a) a task in windows scheduler for the ScheduledReportGenerator; b) a task in scheduler for the TransmitCollisionTicket Process; c) a task in schedule for the ServerTempFileCleanup process and d) the use of the CrystalReports.rpt, .pdf, and sample directories. – Group discussed using Crystal Reports and whether we have asked users what they wanted. Dan stated the list was just a starting point and he expects to see requests for more reports or more detailed reports once the application is in production. WSP will want them for SAF.

17. Review the number of characters in the narrative box – Right now it just stops. We need the ability to add more narrative. Do we want to have it auto start another page? Dave has to render the Image, or do we cut it off? It is not a big narrative space and is mostly used for RTF information. Dan Belles suggested we test it and see if we get enough response to expand. If so, then we can do that. Is it a big deal to add attachments? No. Let's make that change to leave it on.

18. Change the accident fee amount in the database – Need to put in the correct amounts. Do we have the fees for weights? We need to add it or make a place to enter that information. As it stands now, it can't be done. Use a pop up window? Should be added to calculate it out. Will ask David if he can add to SECTOR. He has the correct amount for the accident fee.

19. Add a feature in the back office to allow the "New Ticket" and/or "New Collision" to be disabled on the SECTOR Client – A Check box should be added. A supervisor could go into the back office and turn that feature on or off.

20. Add a feature to require a document type to be selected for each attachment in the SECTOR Client – Add a narrative drop down list. We need to add

Toxicology Reports Category and Death Certificates and add a manual step with an automated process.

21.   Receive specifications for JINDEX Web Services (AOC eTicket, DOT Collision, SECTOR Incident Update) – Rick will develop SECTOR documents. On hold for JINDEX Connection. The meeting with Orcas is holding us up. Encryption is moving along.

Dan B will send David the group's comments from the above discussion.

Dan Tormanen questioned when IDMS will be finished and the group was informed that David is flexible and is not committed to a fixed completion date. He will work with us as needed.

The JIN Board meeting is scheduled for Tuesday at the DIS Forum Building. They will be discussing the options for a unified security model for the JINDEX messaging service.

End of Minutes

Prepared by Chris Madill/Chris Ertel